

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, March 10, 2011 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report
5. General Fund Budget Amendments
  - A. Insurance Department
  - B. Archives
  - C. Circuit Court (2)
  - D. General Sessions Court
  - E. Correctional Work Center (2)
  - F. Pet Adoption & Welfare Services
  - G. Storm Water
  - H. Fire & Rescue
  - I. Transfers In
  - J. Jail
    - a. Budget Amendment
    - b. Recommendation to Look at Funding for the Design Jail Expansion/Renovation
6. Ambulance Service Budget Amendments
7. Approve Position Upgrade for the Election Commission Executive Assistant
8. Approve Lease Agreement for Postage Machines for Health Department
9. Recommendation for Funding for the Design of Phase I and Phase II of Eagleville High School
10. Approve Amendment One to Agreement with the State Department of Mental Health for Payment for Mental Health Evaluation and Treatment Services for Criminal Defendants Charged with Misdemeanors Only
11. Approve Amendment Four to Grant Contract with the State Department of Human Services for Child Support Enforcement
12. Approve Contribution Agreement with the USDA Natural Resources Conservation Service
13. Request Endorsement of Forming an Audit Committee
14. 2011-12 Budget Schedule
15. Other Business

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**To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.**

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**PLEASE BRING YOUR CALENDAR!!**

cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the February 10, 2011 Budget Committee Meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will be presenting the Fund Condition Report for the month ending February 28, 2011.
4. The Insurance Director will present the monthly Insurance Financial Reports.
5. General Fund Budget Amendments:

- A. The Insurance Director will be requesting approval of the following budget amendment to recognize fees received from vendors participating in the County's Employee Appreciation Day. It will also be requested to appropriate these fees to the Other Charges Account to be used for purchases for next year's event:

Increase Revenue:      101-44570 – Contributions & Gifts -                      \$ 6,255

Increase Expend.:      101-51920-599 – Other Charges -                      \$ 6,255

- B. Last Fiscal Year, the Archives Department received a Historic Preservation & Planning Grant. The employees working on the grant were paid from Part Time Personnel. However, the work was not quite complete, and the work carried over to July and August. There was no money budgeted for Part Time Personnel in the current year budget, and the employee was paid from Account 189, Other Salaries & Wages. This has caused a shortage in the line item. The summer intern will begin working the middle of May, 2011. Money is available in the Consultants Line Item, because this account also dealt with the grant, and the expenses for the consultant were paid against a prior year purchase order, therefore leaving the balance of \$3,000. This amendment will provide funding to pay the summer intern and the related expenses:

From: 101-51910-308 – Consultants -                      \$ 1,348

To:      101-51910-189 – Other Salaries/Wages -                      \$ 1,248  
            101-51910-201 – Social Security -                      80  
            101-51910-212 – Employer Medicare -                      20

- C. The Circuit Court Clerk will be requesting approval of the following budget transfers to provide funding to upgrade the switch capacity, cabling for phone lines, and network cabling needs to support the new Collections Department. In addition, the cabling project will support additional security camera support within the clerk's offices, as well as support for future OIT assisted upgrades to the phone system projected in 2011-12:

From: 101-53100-435 – Office Supplies -                      \$11,295

To:      101-53100-709 – Data Processing Equipment -                      \$11,295

The Circuit Court Clerk will also be requesting approval of the following budget transfers to replace two copiers that are at 1.5 million image prints to new machines that include copier, fax and scanners. This will also reduce quarterly maintenance expenses by approximately \$1,500:

From: 101-53100-334 – Maintenance Agreements -                      \$ 3,156  
            101-53100-435 – Office Supplies -                      398

To:      101-53100-719 – Office Equipment -                      \$ 3,554

- D. The General Sessions Court Judges will be requesting approval of the following budget transfers to provide funding to pay the accumulated leave and the related benefits for a law clerk who has left employment:

Explanation of Agenda Items (cont'd)

From:	101-53300-348 – Postal Charges -	\$ 300
	101-53300-337 – Maint./Repair Office Equipment -	500
	101-53300-435 – Library Books -	403
To:	101-53300-187 – Overtime Pay -	\$ 1,000
	101-53300-201 – Social Security -	62
	101-53300-204 – State Retirement -	126
	101-53300-212 – Employer Medicare -	15

- E. The Correctional Work Center Superintendent will be requesting approval of the following budget transfers to provide additional funding for the Maintenance & Repair of Buildings Account, Maintenance & Repair of Equipment, and Dues & Memberships:

From:	101-54220-340 – Medical/Dental Services -	\$ 500
	101-54220-413 – Drugs/Medical Supplies -	4,000
	101-54220-425 – Gasoline -	2,505
To:	101-54220-335 – Maint./Repair Buildings -	\$ 5,000
	101-54220-336 – Maint./Repair Equipment -	2,000
	101-54220-320 – Dues/Memberships -	5

The Correctional Work Center Superintendent will also be requesting approval of the following budget amendment to provide sufficient funding for the Utilities Account to complete the Fiscal Year:

From:	101-39000 – Unassigned Fund Balance -	\$ 50,000
To:	101-54220-452 – Utilities -	\$ 50,000

- F. The PAWS Director will be requesting approval of the following budget amendment to provide additional funding for the Part Time Personnel and the related benefits utilizing donations that have been paid given to PAWS:

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 12,702
Increase Expend.:	101-55120-169 – Part Time Personnel-	\$11,800
	101-55120-201 – Social Security -	731
	101-55120-212 – Employer Medicare -	171

- G. The County Engineer will be requesting approval of the following budget transfer for the Storm Water Department to provide additional funding for the Part Time Personnel Account utilizing available funds in the Assistant's Account:

From:	101-57800-103 – Assistants -	\$ 4,200
To:	101-57800-169 – Part Time Personnel -	\$ 4,200

- H. The County Mayor will be requesting approval of the following budget amendment to recognize donations totaling \$4,200 from the residents of Summer Place Subdivision and the related expenditure to have a fire hydrant installed:

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 4,200
Increase Expend.:	101-54320-399 – Other Contracted Svc. -	\$4,200

- I. At the February 10 meeting, the Budget Committee approved closing out the Ambulance Station Project with the balance of \$10,331 being transferred back to the Development Tax in the General Fund. The Finance Director will be requesting approval of the following budget amendment recognizing the revenue being transferred back to the General Fund increasing the Development Tax reserve:

Explanation of Agenda Items (cont'd)

Increase Revenue:	101-49800 – Transfers In -	\$10,331
Increase Expend.:	101-34585 – Restricted for Capital Projects -	\$10,331

- J. The Sheriff will be requesting approval of the following budget amendment to recognize a \$25,000 contribution from the City of Murfreesboro Police Department to be appropriated for the Maint./Repair of Equipment Account. This relates to the fingerprinting agreement:

Increase Revenue:	101-48130 – Contributions -	\$25,000
Increase Expend.:	101-54210-336 – Maint./Repair Equip. -	\$25,000

- b. The Sheriff's Department will be presenting an expansion plan and master plan for the jail. The addition will provide for a 33,060 square foot addition, 5,863 square foot sally port, and renovation of 27,000 square feet. With the addition of the sally port, the project is estimated at \$9,000,000.

The Property Management Committee voted unanimously to look at funding the design of the jail expansion/renovation.

6. Ambulance Service Fund Budget Amendments:

The Ambulance Service Director will be requesting approval of the following budget transfer to provide funding to correct the accountant/bookkeeper's salary line item. An employee who should have received a step increase in 2010-11 was not budgeted to receive it:

From:	118-55130-133 – Paraprofessional -	\$ 1,102
To:	118-55130-119 – Accounts/Bookkeepers -	\$ 1,102

7. The Health Department Director will be requesting approval of a Lease Agreement for the Postage Meters.
8. The Election Commission has approved an upgrade to the Election Commission Executive Assistant from a pay grade 6, step 2 to an Elections Coordinator, pay grade 7, step 1. The increase in salary will be approximately \$2,930 plus benefits, which can be absorbed in the current year budget.
9. The Director of Schools will be requesting approval of funding in the amount of \$350,000 for the design fees for both Eagleville additions to be funded internally within the building program. The savings from the Oakland and Whitworth Buchanan Middle Schools should cover the funding needed.
10. The County Mayor will be requesting approval of Amendment One to the Contract with the State of Tennessee, Department of Mental Health for mental health evaluation and treatment services for criminal defendants charged with misdemeanors only extending the term of the contract to June 30, 2012.
11. Approval of Amendment Four to the Grant Contract with the State of Tennessee, Department of Human Services for child support services will be requested. The term of the Contract will be July 1, 2008 through June 30, 2012. The maximum liability of the State shall not exceed \$130,160.
12. The County Mayor will be requesting approval of a Contribution Agreement with the USDA Natural Resources Conservation Service for support of position(s) providing conservation technical assistance. This is a two-thirds of cost through in-kind contribution estimated at \$20,000 for the period of March 1, 2011 through February 28, 2012.

## Explanation of Agenda Items (cont'd)

13. At the February 10 Budget Committee meeting, the Finance Director presented information regarding establishing an Audit Committee. The Finance Director will be requesting the committee's endorsement to establish the Audit Committee and to forward a recommendation to the Steering Committee.
14. The 2011-12 Budget Schedule to review departments' 2011-12 budgets will be set. **Please bring your calendar.**
15. Other Business